



OFFICE ASSISTANT

FLSA Status: Non-exempt
Adopted: April 2005
Revised: August 2005

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under immediate supervision, performs a variety of routine clerical tasks.

DISTINGUISHING CHARACTERISTICS

This is an entry-level general clerical classification assigned to perform a variety of routine word processing, customer support, records maintenance, and other clerical tasks. The incumbent reports to a program manager.

TYPICAL DUTIES AND RESPONSIBILITIES

- Types letters, memos, forms, reports, business correspondence and other material from rough drafts and/or dictating machines using a typewriter and/or a computer
- Proofreads typed material
- Opens, time stamps and distributes mail
- Files documents and maintains filing system
- Responds to routine public or employee inquiries regarding work processes
- Receives and passes on messages
- Provides back-up assistance to other clerical positions as required
- Operates, troubleshoots and trains staff on a variety of modern, technical office equipment
- Computes amounts and checks totals on report forms, vouchers, statements and bills
- Orders and keeps inventories of office supplies
- May act as a receptionist
- May assist in registration for classes and programs
- Performs other duties as required

SPECIAL REQUIREMENTS

Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Use dexterity and vision necessary to operate computer equipment with a moderate degree of productivity

- On a continuous basis, incumbents must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone and communicate through written means

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation
- Office methods and equipment including filing systems and computer software programs

Ability to:

- Learn the organization, procedures and operating details of the Town
- Learn how to use work processing system
- Perform routine clerical work including maintenance of appropriate records and preparations of general reports
- Verify and cross check files and data
- Understand and carry out both oral and written directions
- Perform simple mathematical calculations
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a variety of office equipment such as a calculator and typewriter
- Type accurately at a speed of 30 words per minute

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a high school diploma or equivalent.

Experience: One year of paid or unpaid experience in an office setting

LICENSES AND/OR CERTIFICATES

Possession of a valid California Class C driver's license